

City of Sumter



VACANT POSITION

Part-time Docket / Admin Clerk Municipal Court

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Job Purpose: Under limited supervision, performs responsible and independent clerical and administrative duties for the City Municipal Court; processes records and maintains legal documents and records. Assists the Judge in holding court and during jury trials.

Minimum Qualifications: High school Diploma and one to two years of legal secretarial experience; or any equivalent combination of acceptable training and experience. Possess excellent written and verbal communication skills; professional customer service skills; and excellent computer and typing skills.

Deadline to Apply: Open until filled

Mail resume with cover letter and application from www.sumtersc.gov to:

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150